

MEMO

TO: STATE AGENCIES

FROM: Drew Carpenter, State Risk Administrator
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DATE: June 9, 2003

SUBJECT: Property And Vehicle Insurance Coverage July 1, 2003 Renewal

- Act 1762 of 2003 established the Arkansas Multi-Agency Insurance Trust Fund (AMAIT Fund) to minimize the costs of insurance coverage for property and vehicles. The fund will be administered by the Risk Management Division.

Enclosed is the *invoice(s)* for the premium due for the July 1, 2003 renewal of your agency's *property and/or vehicle* insurance coverages. All premium is due July 1, 2003 and must be made payable to "AMAIT FUND" and mailed to the Risk Management Division. FAILURE TO PAY YOUR INVOICE(S) PROMPTLY WILL RESULT IN CANCELLATION OF YOUR AGENCY'S COVERAGE.

- Enclosed also are the following if applicable to your agency:
 1. Property Supplemental Policy Declarations and Schedule,
 2. Statement of Values for property, inland marine and other coverages,
 3. Inland Marine, Address and Location schedules,
 4. Schedule of insured vehicles,
 5. Vehicle Insurance Identification Cards,
 6. Change request form for vehicle coverage, and
 7. Safety Alert for 15-passenger vans.
- Report all additions, deletions and changes in coverage for both property and vehicles to the Risk Management Division.
- Report all property and vehicle losses to Ramsey, Krug, Farrell & Lensing **24-hour claims reporting number 501-664-9252**, or 501-614-1110 during normal business hours.